



COMMUNICATION
Listening
SCQF Level 3
10 Hour Unit (F3GM 09)

CORE SKILLS UNIT

What are Core Skills?

Core Skills are skills and abilities that everyone uses in their family and personal life, at work, in public, in the community, and in education and training.

The Core Skills are:

- ◆ Communication
- ◆ Numeracy
- ◆ Information and Communication Technology
- ◆ Problem Solving
- ◆ Working with Others

They are important because they help you to be effective in almost everything you do. That's also why employers value them.

Improving your Core Skills helps you cope with today's quickly changing world. It will make you more confident, help you to learn more easily, and improve your career prospects.

What is this Core Skills Unit about?

This Unit is about using your listening skills in familiar, everyday communication. It covers simple communication with one or more people.

If there are any words you don't understand in this Unit, your tutor will explain them to you.

What should I know or be able to do before I start?

You do not need any knowledge or experience before you start.

Communication: Listening at SCQF level 2 is good preparation for this Unit.

What do I need to do?

You will:

- ◆ describe someone's main ideas or points from what was said
- ◆ know how speakers use their voices to help you understand them easily (for example, tone and volume)
- ◆ show that you have understood what was said by taking action, giving a summary, or asking questions

Your tutor will give you time to practise your listening skills.

How do I get this Unit?

You will need to show that you have all the skills in the Unit.

You will listen to someone or some people speaking.

Your tutor might watch you and note your responses or make a recording.

Your tutor may also ask questions to find out how well you understood what was said.

What might this involve?

Here are examples of some things you might do:

- ◆ listen to advice from another learner and act on it
- ◆ listen and respond to instructions from a tutor
- ◆ listen to a TV broadcast and summarise its main points
- ◆ get clarification on some aspect of your work
- ◆ take part in a discussion with some fellow students

What can I do next?

You could move on to the other Communication Units at SCQF level 3:

- ◆ Communication: Reading
- ◆ Communication: Speaking
- ◆ Communication: Writing

Once you have achieved the Units at SCQF level 3, you could move on to the Communication Unit at SCQF level 4. Your tutor can advise you about this.

Guidance for tutors

For this Unit you should choose a simple oral communication lasting a minimum of two minutes. The topic should be simple and familiar to the learner from their personal, workplace, social, or educational experiences.

Note: Learners must prove that they can do the whole of the task at one time. They should not gather evidence from different situations for different parts of the task.

Further guidance is available in the accompanying Assessment Support Pack.

Disabled learners and/or those with additional support needs

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website

www.sqa.org.uk/assessmentarrangements.

ADMINISTRATIVE INFORMATION



Core Skills

This Unit is part of a suite of four Units that when completed give automatic certification of the Core Skill of Communication at SCQF level 3. The other Units in this suite are:

Communication: Speaking at SCQF level 3

Communication: Writing at SCQF level 3

Communication: Reading at SCQF level 3

Credit value

1.5 SCQF credit points (0.25 SQA credits) at SCQF level 3

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